

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**



**AIR FORCE JOINT INSTRUCTION 10-220**

**AIR FORCE MATERIEL COMMAND**

**Supplement 1**

**18 JULY 2003**

**Operations**

**CONTRACTOR'S FLIGHT AND GROUND  
OPERATIONS**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Supersedes AFJI10-220\_AFMCS1, 28 Sep 00

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**AFJI 10-220, 13 Nov 2002, is supplemented as follows:**

This supplement expands on guidance provided in AFJI 10-220 and applies to all AFMC units and AFMC/AFRC Reserve Associate units. It does not apply to the Air National Guard. Use this instruction with AFJI 10-220 as supplemented. Units may further supplement this instruction, as required. If supplemented, send a copy to HQ AFMC/DOO.

**SUMMARY OF REVISIONS**

This supplement supersedes AFJI10-220\_AFMCSUP1, 28 Sep 00. It provides guidance to AFMC Government Flight Representatives on contractor flight and ground operations. GFR Data Sheet at Enclosure 4, Attachment 5 is added.

4.21.4. (Added) Director of Flight Operations (DFO). In cases where a GFR does not have operational oversight (at some depot maintenance/aircraft modification facilities, etc.), the DFO is responsible for oversight of day-to-day flight operations and compliance with USAF and AFMC flight operations policies. IAW AFI 11-401, AFMC Supplement 1, *Flight Management*, a DFO must be an actively flying AFMC pilot or navigator with flight management responsibilities, no lower than the flying unit commander.

4.29.1. (Added) When justified, the following are authorized to fly periodically: Maintenance/Engineering Support Personnel (MESP), an individual whose particular expertise is required inflight to provide assistance with or observation of test techniques, data collection, systems operation, support resource or crew procedures and Mission Essential Ground Personnel (MEGP), an individual who performs unique ground support duties related and essential to a particular aircraft, mission, exercise or deployment. (Ref: AFI 11-401/AFMCS1 for guidance).

4.34.1. (Added) Units shall refer to AFMC Supplements to basic Air Force directives. Additionally, units will use AFI 11-2FT series instructions in lieu of MDS specific guidance.

5.2.2.2. Send properly coordinated waiver requests to HQ AFMC/DOO, 4375 Chidlaw Rd, Room S143, Wright-Patterson AFB OH 45433-5006.

**Enclosure 2, 1.1.1. (Added)** The flight planning area must provide a briefing room that provides privacy for the aircrew, enabling thorough briefing and discussion of the mission. This briefing room must contain the following:

- Visual aids (such as slide display boards, charts, briefing books, viewgraphs, etc.) to adequately present, as applicable to each unit, the following:

- Airfield diagrams depicting runways, taxiways, parking areas, and other special use areas as appropriate (for example, arm/de-arm areas, hot brake areas, jettison areas, etc.).

- Training rules (air-to-air, air-to-ground, intercept, low level, etc.).

- Visual aids for air refueling procedures (when appropriate).

- Local area charts depicting:

- Local flying area.

- VFR patterns, including entry and departure procedures.

- Special use airspace.

- Alternate airfields.

- Locally established air refueling areas/routes.

- Controlled bailout areas.

- Air-to-air, air-to-ground, FCF, jettison, drop zone or salvo areas, and supersonic areas/ranges normally used by the unit.

- A dry-erase board or suitable substitute.

- Briefing guides for applicable missions and Emergency Procedure of the Day lists.

**Enclosure 2, 2.2.1. (Added)** Formal training courses by the government may be used to qualify or upgrade contractor employees when it is in the best interest of the government. Send request from the contractor for formal training (AFCAT 36-2223, *USAF Formal Schools*) to the GFR. It must be endorsed by the ACO, showing that the contract cost adjustment has been made or is not required.

**Enclosure 2, 3.5.2.1. (Added)** MESP/MEGP, reference physical/medical requirements; AFI 48-123, AFMC Supplement 1, *Medical Examinations and Standards*, and AFI 11-401/AFMC Supplement 1, *Flight Management*.

**Enclosure 2, 4.12.1. (Added)** Flights with MESP/MEGP, reference requirements; AFI 11-401/AFMCS1.

**Enclosure 2, 4.13.1. (Added)** Brief crewmembers from a guide that includes, as a minimum: call sign, fuel load, takeoff times, primary and alternate missions, crewmember coordination requirements, specific mission procedures, routes, ranges or restricted areas, formation procedures to include breakup procedures and separation of aircraft in IMC and VMC, communications procedures, recovery and landing pro-

cedures, weather conditions, training requirements, emergency and abnormal procedures, lost communications procedures, crew/cockpit resource management (CRM) principles applicable to the sortie, specific mission/series aircraft differences (if required), and mission security. The guide will include, when applicable, a passenger and transient aircrew briefing outline, and ditching procedures for overwater flights. Reference requirements AFI 11-2FT, vol. 3, *Flight Test Operations Procedures*.

**Enclosure 2, 5.3.2.1. (Added)** Contractor crewmembers may be qualified in more than one aircraft as follows:

(a) Test wing commanders may authorize multiple currencies (for aircraft in which the government assumes risk for loss or damage) for contractor pilots attached to their flying unit when the need is fully justified by mission or contract necessity.

(b) HQ AFMC/DOV is the approval authority of multiple qualifications for contractor pilots not attached to a wing. HQ AFMC/DO is the approval authority for triple qualifications.

(c) When required, DFOs may authorize multiple qualifications for other crewmembers. Reference requirements AFI 11-202, vol. 2, *Aircrew Standardization/Evaluation Program* and AFI 11-202, vol. 2/AFMCS1, *Aircrew Standardization/Evaluation Program*.

**Enclosure 2, 5.3.2.2. (Added)** Procedures for Obtaining Multiple-Qualification Approval and Restrictions. The contractor will submit the original and one copy of AFMC Form 80, **Waiver Request and Authorization**, to the GFR. The GFR will send the request through channels to the approving authority as stated in paragraph 5.3.2. Reference requirements AFI 11-202, Vol. 2, *Aircrew Standardization/Evaluation Program* and AFI 11-202, vol. 2/AFMC Supplement 1, *Aircrew Standardization/Evaluation Program*.

**Enclosure 2, 6.1.2.1. (Added)** MESP/MEGP, reference physiological training requirements; AFI 48-123, AFMC Supplement 1, *Medical Examinations and Standards*, and AFI 11-401/AFMCS1.

**Enclosure 2, 8.2.1.1. (Added)** GFR's may develop an equivalent DCMA 8.4-1 Form, **Request for Flight Approval**, to meet their operational requirements.

**Enclosure 2, 8.2.2.1. (Added)** Resident GFR's with multiple contractor operations shall be granted the same time period for flight approvals, as listed in 8.2.2.

**Enclosure 2, 8.2.4.1. (Added)** The DFO or designated representative shall approve government crewmembers, non-crewmembers, and passengers IAW AFI 11-401/AFMC S1.

**Enclosure 4, 1.1. (Added)** Send copy of government flight representative (GFR) designation letter (primary and alternate) to HQ AFMC/DOO.

**Enclosure 4, 1.2. (Added)** Contact HQ DCMA directly (info HQ AFMC/DOO) to schedule newly appointed GFR (primary and alternate) for the formal GFR training course conducted by HQ DCMA Aircraft Operations. Although there is no cost for the course, units are responsible for TDY expenses.

**Enclosure 4, 2.4. (Added)** Units with joint contractor/government operations, the GFR and DFO (or designated representative) shall determine the oversight requirements for contractor personnel, with the objective of minimizing risk to government aircraft.

**Enclosure 4, 3.1.1. (Added).** If there is more than one contractor under the cognizance of the GFR, a schedule will be set up for the review and approval of each contractor's procedures.

**Enclosure 4, 3.7.1. (Added)** The DFO or designated representative shall verify that government personnel are current and qualified to perform the mission.

**Enclosure 4, 3.8.8. (Added).** AFMC is the lead MAJCOM for GFR operations within the USAF. In order to accurately capture the scope of contractor operations across the Air Force, all GFRs assigned to Air Force contracts will submit annually, in January, a GFR Data Sheet to HQ AFMC/DOOR. Use the format at Enclosure 4, Attachment 5 (added). Along with the GFR Data Sheet, include copies of the GFR Delegation Letter(s) and the DCMA Facility Data Sheet(s), if available.

**Enclosure 4, 5.2.1.1. (Added)** Units with joint contractor/government operations, the GFR and the local Stan Eval shall jointly evaluate the unit. Locally developed checklists may be used for surveys, providing a realistic evaluation of the unit's operations.

**Enclosure 4, 5.2.8.4.1. (Change)** The GFR shall provide a report to the ACO within 10 working days after completion of the survey. GFR's with multiple contractor operations shall be granted an extension if needed, but shall not exceed 20 working days.

## Encl 4, Attachment 5

## GFR DATA SHEET

Program Name/Description: \_\_\_\_\_

Number/Type/Design /Series of A/C: \_\_\_\_\_

Principle Location(s): \_\_\_\_\_

GFR's Name: \_\_\_\_\_

Phone

Fax

Address

E-Mail

DSN

Comm

GFR Reports to AFMC DCMA Other \_\_\_\_\_

GFR on Contract Yes No Version \_\_\_\_\_

GFR Approved Flight Operations Procedures Yes No Last Updated

Contractor Flying Personnel Yes No Number of \_\_\_\_\_

Gov't Flying Personnel Yes No Number of \_\_\_\_\_

DLA Facility Data Sheet Yes No

GFR Delegation Letter Yes No

GFR Approving Authority and Office Symbol \_\_\_\_\_

GFR has attended the two week DLA GFR training course Yes No

Total Estimated Annual Value of Work on Contract \$ \_\_\_\_\_

Type(s) Work Being Performed:

A/C Mod A/C MX Dev Eng Flt Test Ops ACF/FCF Production

General Flt Ops

Other important Information: (current issues, safety program, any major efforts the contractor is performing for the government which were not captured above, etc.):

PERRY L. LAMY, Brigadier General, USAF  
 Director of Operations